



Town Manager
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TOWN OF GROTON
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**Municipal Building
Committee for
Prescott School**

Greg Sheldon, *Chair*
Anna Eliot, *Vice Chair*
Halsey Platt, *Clerk*
Gary Green, *Member*
Alison Manugian, *Member*
Becky Pine, *Member*
Lynwood V. Prest, *Member*

Meeting Minutes

Date: May 28, 2015
Attending: Alison Manugian, Greg Sheldon, Halsey Platt, Becky Pine, Gary Green
Others: Mary Jennings, Ann Wortman
Location: Prescott School meeting room, 145 Main Street
Handouts: agenda, Becky Pine handout of exclusive/shared uses, draft minutes from 5/11, 5/12 and 5/18

Greg Sheldon called the meeting to order at 7:30 pm. He asked the group to review the May 18, 2015 draft minutes.

Halsey Platt moved to approve the May 18, 2015 draft minutes as presented. Alison Manugian seconded and the motion carried 5:0 (Anna Eliot and Lynwood Prest absent).

Greg Sheldon investigated the GELD bill insert as a way to send a paper survey about Prescott out to residents. Would cost \$500 with a June 7th deadline. Halsey Platt is drafting the two page survey. Fran Stanley will confirm with the Town Manager that the Town will allow the committee to incur this cost.

Younger adults may not read a paper utility bill so committee also agreed to advertise an electronic survey via an email blast to Groton Dunstable Regional School District (GDRSD) families.

As Halsey Platt commented, the proposed GELD mailer in concert with the school email survey will be a highly reasonable and highly defensible way to try to reach Groton residents. The original Prescott survey garnered 600 responses and the recent Council on Aging survey resulted in 700 to 800 responses.

Becky Pine reported that she and Halsey Platt met with Annika Nilsson-Ripps, the former Hopedale resident and architectural school master's candidate who has volunteered to work on the Prescott School project. Annika Nilsson-Ripps has funding to support a summer project and she would like that project to be the Prescott School. In that meeting, four specific items were discussed:

1. Coalesce and visually communicate how the building will be used.
2. Review 10 to 14 business use models. As Halsey Platt observed, he reviewed five out of the 14 business model templates received to date and that data is presented in substantially different formats. Annika Nilsson-Ripps might help select the 1 or 2 models that represent the best fit for the Prescott School.
3. Annika Nilsson-Ripps has a mechanical engineering background and she may prepare floor plan layouts that fit some of the uses that are envisioned.
4. Using the mechanical engineering background, Annika Nilsson-Ripps may draw exterior renderings of the side of the building where accessible access and planned elevator will be installed.

Committee agreed by consensus to accept this generous offer of help.

Becky Pine distributed a two page list of uses that categorizes the uses by whether intended use would be exclusive or allow for shared use by other groups.

Becky Pine noted that Sarah Campbell's use idea -- DDS funded program for adults with disabilities -- may generate a revenue stream. She may follow up with Sarah Campbell for details.

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Committee agreed to have business model templates scanned and posted to the Committee's webpage on www.townofgroton.org.

The group discussed what they expected the committee to accomplish. Among ideas expressed were:

- ask Fall Town Meeting to support a specific plan.
- submit a report with no associated Fall Town Meeting vote.
- present a skeletal plan and ask for vote of endorsement.
- ask the voters for permission to get architectural bids to find out the costs for a renovation. There would be a cost for the RFP or preliminary work to elicit architectural bids, but the result would be much more detailed and accurate than that of a professional estimator. The Town already has professional renovation estimates from an earlier consultant's work (cost \$25,000).

Fran Stanley left meeting at 8:47pm. Initial notes by Fran Stanley.

- Continued discussion on what we would present at the fall town meeting
 - Will we ask for a vote at fall TM?
 - What would we be asking voters to vote on?
- Discussed what debt comes off the town budget over the next 7 years.
- Discussed that the focus of this committee is to determine a use and management plan to keep the building under municipal ownership.
- Allison Manugian will put together a preliminary annual operating budget for the building if it was fully occupied as envisioned.
- Gary Green will put together a hypothetical plan for annual revenue for the building if it is fully occupied as envisioned.
- Discussion of how to word the survey and what the potential questions would be – Halsey Platt to draft and e-mail to Fran Stanley for distribution
 - Fran Stanley to receive comments back from committee members.
 - Halsey Platt to present revised survey at next committee meeting on June 9th.

Meeting adjourned at 10:03 pm.

Notes by Halsey Platt.